

## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, September 15, 2008

### Opening:

The regular meeting of the Human Resources Board was called to order at 4:02 p.m. on September 15, 2008, in the City Hall 5<sup>th</sup> Floor Large Conference Room by Chairperson Erin House.

### Present:

Ellie Bennett  
Arthur Butler  
Bob Gordon  
Jeremy Hammond  
Erin House

### Excused Absence:

Norman Powell  
Jacklyn Rawlings

### Unexcused Absence:

Woodie Rucker-Hughes (Arrived 4:15 pm)  
Rhonda Strout  
Robin Treen  
Rosetta Runnels (Arrived 4:25)  
Alanna Johnson

### Guests:

Kris Martinez, General Services Director  
Mylene Daniels, Business Systems Support Analyst  
Anthony (Tony) Harris, Human Resources Analyst  
Eric Ustation, Fellow Employee Trainee

### Approval of Minutes

Approval of Monday, June 2, 2008 minutes.

Rhonda Strout noted correction needed to be made to Scott Barber's name, which was misspelled.

Motion to approve with changes: Ellie Bennett

Second: Robin Treen

Ayes: All

## B. Agenda Items

### 4. Department Presentation – EEO Statistics: General Services – Kris Martinez, General Services Director

- Chairperson House welcomed the Board back from a long hiatus and hoped everyone was rested and ready to get started again.
- The Chair introduced Kris Martinez, General Services Director, to the Board.
- Kris Martinez gave a brief history of her background, which included working 14 years, in a wide variety of departments.
- The General Services Department oversees the maintenance of all the buildings within the City with the exception of Parks and Recreation and all city vehicles with the exception of police vehicles.
- It was also noted that General Services maintains all properties that are purchased by City Departments.
- Ms. Martinez noted the department has a very small turnover rate. Usually when a position opens up, they tend to promote from within, while selecting the best candidate.
- The department hasn't had one grievance filed in the last two years.
- Even though the department is heavily male-dominated, Kris feels she has a good diversified staff.
- Vice-chair Bennett agreed that the gender issue seems lopsided, but the diversity is present in the department.
- Board Member Gordon said the department does reflect the population diversity.
- Chairperson House asked Kris how long she has held the position of Director for General Services. Kris responded with three years, give or take the time she was interim Director. He complimented her on her statistics.
- Board Member Rucker-Hughes wanted to know if General Services participated in the Summer Youth program and other youth programs that hire youths as interns, etc.
- Kris responded they did in the past, but due to budget cuts this year, weren't able to participate this summer.
- Rucker-Hughes was under the impression the money was funded through federal programs. She wondered if the City worked with any federally funded youth programs.
- Jeremy Hammond answered that most of the youth programs are funded by the City. Rhonda Strout mentioned that the City has 7 Special Programs, which hire youth.
- Chairperson House thanked Ms. Martinez for her presentation. Ms. Martinez thanked the Board for allowing her the opportunity to present to the Board.

### 5. HR Director Updates – Rhonda D. Strout, Human Resources Director

- The HR Director updated the Board on the on-going budgetary challenges facing the City and the reduced staffing in HR. She indicated that the department size has reduced from the 36 budgeted positions, down to 21 actual employees including herself and the Assistant Director. Director Strout presented a revised organization chart for the HR Department and explained how four divisions were merged into two, in order to maximize efforts by establishing larger work groups/teams. Currently, some functions only have two members, and the larger teams will help facilitate getting the work accomplished more effectively.
- Vice-Chairman Bennett was concerned regarding the reduction of staff, and inquired how the Department is handling the workload.
- Director Strout responded that even though staffing is down, the department still offers, and is committed to, providing full service to the organization, although some things might take a little longer.
- Vice-Chairman Bennett and Board Member Gordon indicated the need to go to City Council to ask for more help within the Department.
- Director Strout explained because of the need to cut the budget across the board, every department within the City is feeling the downsizing. Kris Martinez' department also had to cut down 38%

- Ms. Strout touched on Employee Relations, and that HR was preparing for upcoming negotiations with some of the City Unions who have mid-contract re-openers.
  - While hiring is low, Ms. Strout wanted to point out that there is an increased volume of volunteers that are being processed by HR. She shared that the statistics are not showing a net increase in volunteers, in spite of the increase activity, due to a high turnover rate with volunteers, and that this increase in activity comes at a cost due to the live scan reports.
  - She mentioned that the HR Department's work plan is continuing.
  - Director Strout talked about training and the City's commitment to hold training sessions for management timely topics including the newly revised Performance Evaluation, Family Leaves, and Attendance. Further, the department is actively coordinating mandatory training on Reasonable Suspicion and Sexual Harassment Prevention for Managers and Supervisors.
  - Ellie Bennett brought up a suggestion to add training as part of the evaluation, so the responsibility of training employees fall on the department rather than Human Resources. Chairperson House agreed that this was a good idea.
  - It was a general feeling among all present Board members that there is a concern for positions within the department that are not being filled at this time. Members from the Board asked whether the positions would be authorized in the future.
  - Assistant Director Hammond made reference to the Budget Workshops held in the City the City Manager assured everyone that the approach of reducing internal services would be a short-term fix. Board members expressed interest in seeing the video of this presentation.
  - Board Member Gordon wanted to know where we stood with the reclassification study.
  - Director Strout said that implementation of the study, and associated costs, would be discussed with the bargaining units as part of re-openers.
  - Vice-Chairman Bennett noted that when they did their Reclassification Study at the County, they completed the monetary portion in increments. She offered her help in this matter.
6. Information Technology Updates – Mylene Daniels, Human Resources Business Systems
- Mylene Daniels and Anthony Harris presented a presentation of the Employee Handbook website, which eliminated the need to publish the 60 page handbook, saving paper and costs.
  - Board Member Treen and Rucker-Hughes expressed concern about printing and updating the handbook.
  - Jeremy Hammond responded to both questions in the affirmative and commented about the ease of updating changes on-line, as they happen.
  - Mylene Daniels also touched upon other projects that she is working on within the department, i.e. Performance Evaluations On-line, Employee On-line, and Open Enrollment.
7. HR Board Agenda Update – Erin House, Chairperson
- Erin House updated the Board on the meeting that he, Rhonda Strout and Jeremy Hammond had in regards to the agenda the Board will be addressing in the future.
  - The Chair mentioned the Federal Government requires an Affirmative Action plan which Rhonda Strout addressed.
  - Chairperson House discussed morale in regards to how employees are handling all the changes with the City. He asked the Board members whether they would want to look at metrics to assess morale issues.
  - Board Member Woodie Rucker-Hughes suggested the Board comprise a sub-committee to look into the problems.
  - Chairperson House agreed; a sub-committee consisting of Ellie Bennett, Bob Gordon, and Woodie Rucker-Hughes was proposed.
  - Board Member Rucker-Hughes suggested having a committee of four and Rosetta Runnels was added to the committee. This was agreed upon by the Board and the sub-committee determined that it would meet before the next HR Board meeting, pending availability.

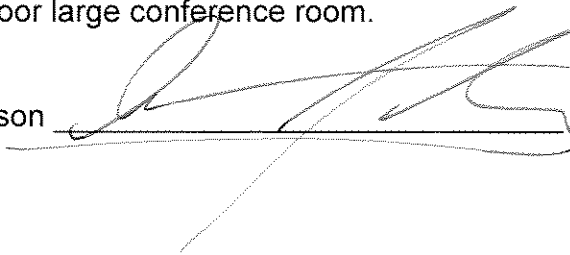
Adjournment:

Meeting was adjourned at 5:38 p.m. by Chairperson House.

**Next Meeting:**

October 6, 2008, 4:00 p.m. City Hall, 5<sup>th</sup> Floor large conference room.

Minutes submitted by: Alanna J. Johnson

A handwritten signature in black ink, appearing to read 'Alanna J. Johnson', is written over a horizontal line. The signature is stylized with long, sweeping strokes.